

Op-16-Z/TED/4-45

Op-16-Z
A3-1/En3-10
Restricted
Serial 197916

14 February 1945

MEMORANDUM

From: Director of Naval Intelligence.
To : All Branches and Sections, ONI.

Subject: Washington Document Center, Establishment of.

1. There is hereby established, under the Director of Naval Intelligence, a central agency for the handling of captured Japanese documents to be known as the Washington Document Center.

2. The Washington Document Center will be designated Op-16-WDC and the chain of administration and command will be through Op-16-1-F to Op-16.

3. The Washington Document Center will:

(a) Receive from the Theater Document Sections all captured Japanese documents having intelligence value after theatre exploitation.

(b) Pre-sort and sort the documents received by general subject categories.

(c) Assign documents, after sorting, to the Army and Navy translation agencies (PacMIRS and DNI (FE))

(d) Maintain the minimum records necessary for the efficient and expeditious receipt and dispatch of all Japanese documents.

(e) Maintain close working liaison with PacMIRS and DNI(FE).

4. Commander John L. Riheldeffer, U.S.N. (Ret.) is designated as Co-ordinator of the Washington Document Center and will be responsible to the Director of Naval Intelligence (through Op-16-1-F) for the efficient operation of the Center.

5. The Washington Document Center will be located on the 4th floor of the Steuart Building, 5th and K Streets, N.W.

/s/ Hewlett Thebaud.

COMPLEMENTS FOR WDC.ARMY OFFICERS

Language personnel

2 Captains
 2 1st Lieuts.
 15 2nd or 1st Lieuts.

Total, language

19

Non-language

1 Major

Total, officers

20*NAVAL OFFICERS

Language personnel

1 Lieut.
 2 Lieut. (jg)
 15 Ensigns

Total, language

18

Non-language

1 Captain
 1 Lt. Comdr.
 1 Lieut.

Total non-language

3

Total Navy

21

* Exact distribution between Army and Navy will depend upon selection for Receiving and Shipping Chief and Language Research Group.

COMPLEMENT FOR WDC.Enlisted PersonnelPOSITIONArmyNavyCo-ordinator's office

Yeomen

1 Ch. Yeo.
 1 Yeo. 1c (WVS)
 2 Yeo. 2c (WVS)

Receiving and Shipping

Yeomen

1 Ch. Yeo. (WVS)
 3 Yeo. 1c (WVS)
 4 Yeo. 2c (WVS)
 4 Yeo. 3c (WVS)

Handlers

12 NCO, or EM

DRIVER

1 Seaman 1c

Research Group (?)

Clerical (L)

2 NCO, or EM

1 Yeo. 1c
 1 Yeo. 2c

Total

 14

 19

A Certified True Copy:

JOHN D. HOGUE
 Capt., F.A.